

PLAN CHECK MANAGER

**Do you want to play a part in shaping the future of a city?
Join the City of Fremont, an organization that will provide
you with a challenging career, the opportunity to make a
difference, good work/life balance and a secure future.**



The first review of applications is:

December 15th at noon

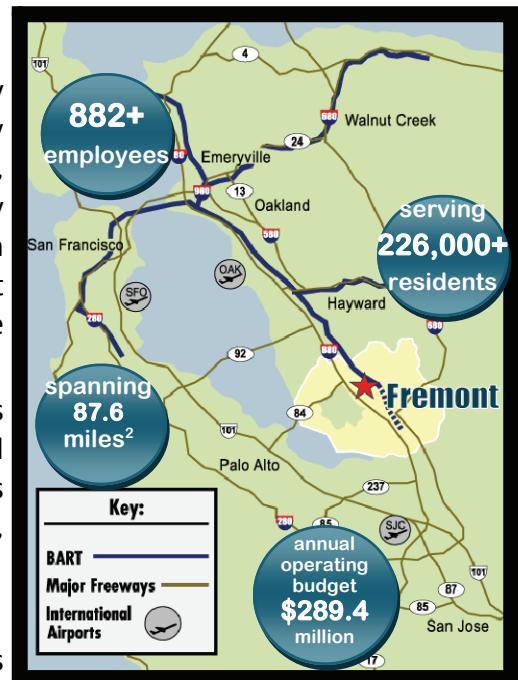
This recruitment will remain open until filled.

ABOUT US

Fremont is a well-managed and innovative city, and has recently generated national attention by ranking second on the “Best Run City in America” list by 24/7 Wall Street and America’s third “Sharpest, Smartest City” by Reader’s Digest. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 226,000 residents.

As a full service city, Fremont employs over 882 regular employees and has a general fund budget of \$174.3 million and a total annual budget of \$289.4 million. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.

[Think Fremont!](#)



THE VISION

The City of Fremont has branded itself as strategically urban and as the Advanced Manufacturing Hub in Silicon Valley. Now, the City is in the midst of developing its Downtown and Warm Springs Innovation District as well as implementing land use policies and programs that will promote thoughtful and sustainable development that will lead Fremont into the future.

THE DEPARTMENT

Mission Statement, “The Fremont Community Development Department will be regionally recognized as a model department that both the City and staff can be proud of. Furthermore, the role of the department is to move the community toward the sustainable, strategically urban community envisioned in the General Plan through long-range planning, community preservation activities, and project-by-project actions.”

WE'RE LOOKING FOR SOMEONE WHO IS:

- ◆ Experienced in leading a team of Plan Check professionals.
- ◆ Knowledgeable on building and fire codes .
- ◆ Creative and able to resolve customer challenges with a “Can Do” perspective!
- ◆ A skilled team leader. Able to lead diverse teams to complete a variety of high profile tasks.
- ◆ A polished professional. You will represent the City at a variety of venues with major clients as well as at public meetings, including City Council meetings.
- ◆ Able to make expedient but sound decisions under pressure.
- ◆ Able to lead with personal accountability and integrity.
- ◆ Able to work with other divisions, departments and outside agencies in a collaboratively and in concert with city vision and direction.
- ◆ Flexible! This position may require the coordination of plan reviews outside traditional hours.

WHAT YOU WILL DO ALL DAY:

- ◆ Manage the plan review section of the Building division.
- ◆ Make complex determinations on fire and building code plan reviews.
- ◆ Present City information both orally and in writing to City Employees, and external customers.
- ◆ Improve team efficiencies by implementing industry best practices.
- ◆ Manage special projects.
- ◆ Remove road blocks between the plan checking and permitting division.

TOOLS USED IN COMMUNITY DEVELOPMENT:

- ◆ Permit Software (Tidemark being replaced with Accela Automation)
- ◆ Adobe Pro (Electronic Plan Checking)
- ◆ GIS
- ◆ Microsoft Excel, Word and PowerPoint
- ◆ Microsoft Outlook
- ◆ Internet for research
- ◆ PeopleSoft and other software to manage personnel and billable hours.

A FEW REASONS YOU MIGHT LOVE THIS JOB:

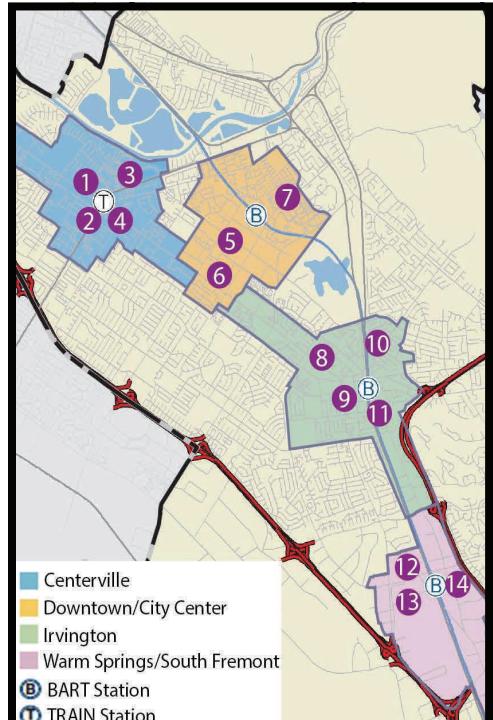
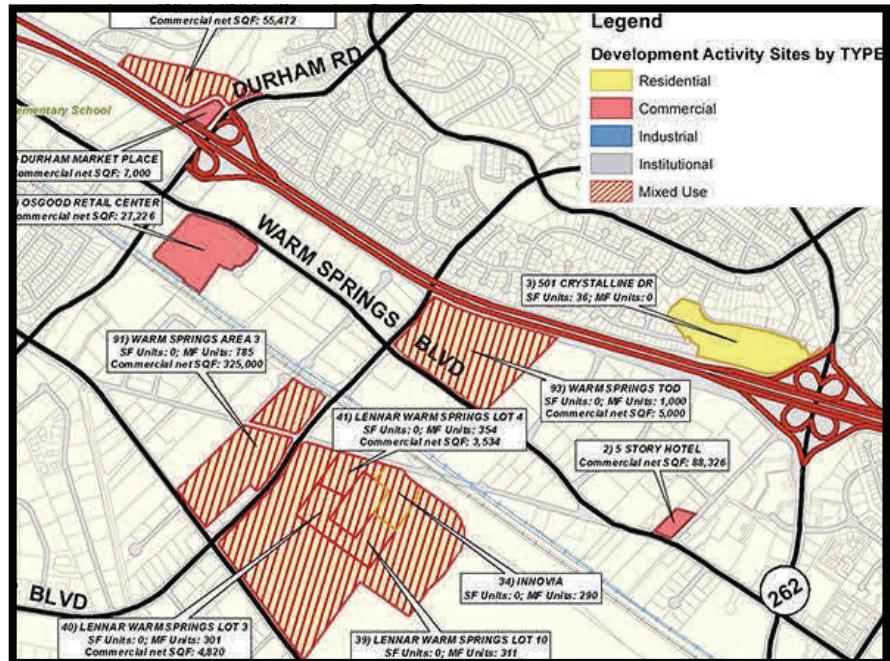
- ◆ You will have a direct impact on the community we serve.
- ◆ You will directly contribute to the success of the Community Development team.
- ◆ You will be challenged at work every day.
- ◆ You will work with people who are highly trained, energetic and driven.
- ◆ The state of the City of Fremont is strong. We enjoy a collaborative working relationship with all nine bargaining units and a balanced fiscal year budget.
- ◆ You will be recognized for the work you complete.
- ◆ You will have daily interaction with your customers.

A FEW CHALLENGES YOU MIGHT FACE IN THIS JOB:

- ◆ You will work on multiple assignments at once with competing deadlines.
- ◆ You will be periodically required to attend neighborhood or Council meetings after 5:00 p.m..
- ◆ You will have both demanding and challenging clients.
- ◆ You will coordinate external plan review following Fremont's standards.

THE IDEAL CANDIDATE FOR THIS JOB WILL TYPICALLY HAVE:

- ◆ A bachelor's degree from an accredited college or university with course work in Civil or Structural Engineering, Architecture or a related field.
- ◆ Five years of building plan review or inspection experience.
- ◆ Two years of experience as a Lead or Supervisor.
- ◆ ICC certification as a Plans Examiner is required.
- ◆ Possession of civil/structural engineering license is highly desirable.
- ◆ Certified Access Specialist (CASp) certificate is highly desirable.
- ◆ A valid California Driver's License is required by time of appointment.



COMPENSATION & BENEFITS

The annual salary is \$93,844 — \$126,690 depending on qualifications. Fremont offers an attractive benefits package, which includes, but is not limited to:

- Excellent CalPERS retirement plan as well as a 2% City paid contribution to a 401(a)
- Up to \$20,000 in tuition reimbursement
- \$1,830/month to spend on medical, dental and vision plans
- \$100,000 life insurance coverage
- Annual general leave bank starting at 128 hrs. plus 112 hrs. of management leave
- 12 paid holidays and 1 floating holiday per year
- Comprehensive wellness program



A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This position is represented by the FAME bargaining unit. The probationary period for this position is one year.

APPLICATION INSTRUCTIONS

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our on line application system: www.fremont.gov/cityjobs

The test process for this position may include a written and/or performance exam, an individual and/or panel interview and fingerprinting. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. The City of Fremont is an Equal Opportunity Employer.



Tentative Recruitment Schedule

First Review: December 15, 2015—Noon

Oral Interviews : January 6, 2016

Follow-up Interviews: January 12, 2016

15CD17

HUMAN RESOURCES DEPARTMENT

City of Fremont

3300 Capitol Avenue, Building B

Fremont, CA 94538

